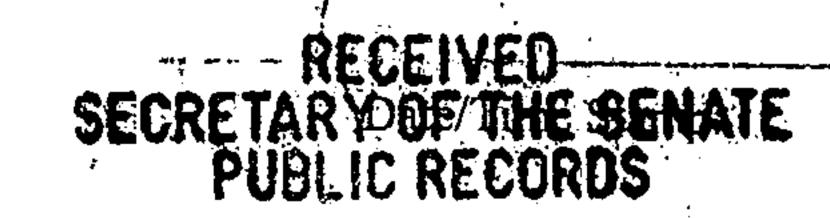
(Revised 1/3/11)

# Employee Post-Travel Disclosure of Travel Expenses



Form RE-2

Post-Travel Filing Instructions: Complete this form within 30 days of returning from

travel. Submit all form	ns to the Office of Pub	olic Records in 232 Ha	rt Building.	
In compliance with Rube reimbursed/paid for	ule 35.2(a) and (c), I m r me. I also certify tha	nake the following disclett I have attached:	osures with respect to	travel expenses that have been or wi
The <u>original</u> Employ A copy of the Prive	oyee Pre-Travel Autho ate Sponsor Travel Ce	rization (Form RE-1), rtification Form with al	<u>AND</u> l attachments (itinerar	y, invitee list, etc.)
Private Sponsor(s) (lis	tall): Stanford Univ	ersity's Hoover Inst	itution	
	4pr:13rd - Apr			
Name of accompanying Relationship to Travel	g family member (if a er: $\square$ Spouse $\square$	ny): N/A Child		
IF THE COST OF LODE INCLUDE LODGING Concepts for Employ	COSTS IN EMPLOYEE	EASE DUE TO THE ACCENSES. (Attach addi	COMPANYING SPOUR tional pages if necessar	SE OR DEPENDENT CHILD, ONLY y.)
Expenses for Employ	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate	\$567.82 Round-trip	\$320	\$131.67	\$164.85 Ground Transportation
Actual Amount	airfare			
Expenses for Accomp	panying Spouse or De	pendent Child (if applie	cable):	
	Transportation Expenses	Lodging Expenses	· Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate	N/A	N/A	N/A	N/A
☐ Actual Amount		•		
Provide a description necessary.):	of all meetings and ev	ents attended. See Sena	te Rule 35.2(c)(6). (A	Attach additional pages if
See attached Age	enda			
4/16/18 (Date)	William W.  (Printed n	Ellis ame of traveler)		M. Cles (Signature of traveler)
TO BE COMPLETE	D BY SUPERVISING	MEMBER/OFFICER:		
I have made a determine Authorization form, are	nation that the expense e necessary transportat	es set out above in conne tion, lodging, and relate	d expenses as defined	scribed in the Employee Pre-Travel in Rate 35
4/16/18			In 2 h	A. Pin
(Date)			(Signature of Supe	rvising Senator/Officer)

PAT ROBERTS, KANSAS JAMES E. RISCH, IDAHO

BRIAN SCHATZ, HAWAII JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR **EMILY GERSHON, CHIEF CLERK** 

## United States Senate

SELECT COMMITTEE ON ETHICS

March 22, 2018

William W. Ellis Office of Senator Angus S. King, Jr. United States Senate Washington, DC 20510

Dear Mr. Ellis:

This responds to your recent correspondence concerning an invitation you received to travel to attend the Hoover Institution's Stuart Family Congressional Fellowship Program in Palo Alto, California on April 3-5, 2018, sponsored by the Hoover Institution (Hoover). Hoover certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, Hoover has certified that it is an organization designated under § 501(c)(3) of the Internal Revenue Code<sup>2</sup> that retains or employs a registered lobbyist and that no registered lobbyist will accompany you at any point throughout your trip.3

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, Hoover is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel - Glossary of Terms at 8.

<sup>&</sup>lt;sup>2</sup> 26 U.S.C. § 501(c)(3).

<sup>&</sup>lt;sup>3</sup> The term "any point throughout your trip" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 2.

completed Employee Pre-Travel Authorization and the Employee Post-Travel Disclosure of Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the Private Sponsor Travel Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

Finally, Senate Rule 34 requires a reporting individual,<sup>4</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Deborah Sue Mayer

Chief Counsel and Staff Director

Enclosure: Travel Checklist

<sup>&</sup>lt;sup>4</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

### EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This

Date/Time Stamp:	

form <u>must</u> be typed and is available as a fill at ethics.senate.gov. Retain a copy of your required post-travel disclosure.	
Name of Traveler:	William W. Ellis
Employing Office/Committee:	Senator Angus S. King, Jr.
Private Sponsor(s) (list all): Stanford University	ersity's Hoover Institution
Travel date(s): April 3-5th, 2018	
Note: If you plan to extend the trip j	or any reason you <u>must</u> notify the Committee.
Destination(s): Stanford University, Pal	Alto, California .
Explain how this trip is specifically connect	d to the traveler's official or representational duties:
for Mr. Ellis, specifically related to issurportfolio in the office. The nonpartisan	wship Program is a professional development and learning opportunes of national security and foreign policy, which are within his policy fellowship will connect him with leading experts in the field and link future research projects for Senator King.
Name of accompanying family member (if a Relationship to Employee: $\square$ Spouse $\square$ I certify that the information contained in the $2/28/18$	Child  s form is true, complete and correct to the best of my knowledge: $ \begin{array}{cccccccccccccccccccccccccccccccccc$
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SEN Secretary for the Majority, Secretary for the Min Angus S. King, Jr. I,	ATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Amority, and Chaplain):  William W. Ellis
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event descr	accept payment or reimbursement for necessary transportation, lodging, an bed above. I have determined that this travel is in connection with his or her, and will not create the appearance that he or she is using public office for
I have also determined that the attendance of of the Senate. (signify "yes" by checking box)	the employee's spouse or child is appropriate to assist in the representation



Stuart Family Congressional Fellowship - April 2018 Stanford University Palo Alto, CA

### Group Flight Information:

Outbound flight: April 3, 2018
Flight Number – UA 2042
Departure Airport – DCA
Departure Time – 7:50am
Arrival Airport – SFO
Arrival Time – 10:56am

Return Flight: April 5, 2018
Flight Number – UA 517
Departure Airport – SFO
Departure Time – 4:15pm
Arrival Airport – IAD
Arrival Time – 12:15am

### PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): Stanford University's Hoover Institution			
2.	Description of the trip: An intensive program for congressional staff which consists of three days of seminars,			
	simulations, and keynote presentations.			
3.	Dates of travel: 04/03/2018 - 04/05/2018			
4.	Place of travel: Stanford University, Palo Alto, CA			
5.	Name and title of Senate invitees: See attached list			
6.	I certify that the trip fits one of the following categories:			
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.			
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).			
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.			
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.			
8.	I certify that:			
	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.			
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).			

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
1 <b>0</b> .	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	Stanford University's Hoover Institution solely planned all aspects of the trip, including topics to be
	discussed, travel/accomodation logitistics, and required paperwork. Hoover employees will also be
	responsible for traveling with congressional staff and managing logistics for the duration of the trip.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  The Hoover Institution is a research institution that seeks to improve the human condition by advancing
	ideas the promote economic opportunity and prosperity while securing and safeguarding the peace
	through its world renowned scholars, library and archives, as well as by engaging Congress and its staff.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	This is the fourth sponsored trip for congressional staff organized by the Hoover Institution. The latest of
	which was in August of 2017 and had a similar format as this trip.
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scholars, journalists	s, congressional staff, Exe	cutive branch offic	scholars, journalists, congressional staff, Executive branch officials, academics and members of the				
general public.							
Total Expenses for Each Participant:							
	Transportation Expenses	Lodging Expenses	Meal Expenses	- Other Expense			
Good Faith estimate  Actual Amounts	\$600 Roundtrip coach airfare  \$400 Ground transportation	\$320 Total (\$160/night)	\$160 total (\$64 per diem)	n/a			
participation or b) th	trip involves an event that le trip involves an event the	is arranged or org	anized without regar rganized specifically	d to congression with regard to			
participation or b) the congressional partici	e trip involves an event th	nat is arranged or o	rganized specifically	d to congression with regard to			
participation or b) the congressional participation. This trip is arranged.  Reason for selecting	the location of the event of	congressional par	rganized specifically	with regard to			
participation or b) the congressional participation. This trip is arranged.  Reason for selecting In order to have a significant content of the congression of the co	ipation: /organized specifically for	congressional pare	ticipation.	with regard to			
participation or b) the congressional participation. This trip is arranged.  Reason for selecting. In order to have a single the Hoover Institution. Name and location of the congression of the Hoover Institution.	the location of the event of the grant number of Hoove	congressional parter trip er senior fellows parter trip et anford University cility:	ticipation.  articipate in the event campus.	with regard to			

•	All lodging, meals, and other expenses are within the official federal government travel per diem rate for				
•	Palo Alto, CA				
(	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
	Stanford University's Hoover Institution will provide coach-class round-trip airfare between D.C. and				
_	San Fransisco, and round-trip ground transportation between Stanford University and SFO airport.				
I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not incependitures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).					
	attendees as an integral part of the event, as permissible under Senate Rule 35).  List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why				
t	the entertainment is an integral part of the event:				
t	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:  None				
- I	The entertainment is an integral part of the event:  None  Thereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:  Michael G. Franc. Director of Washington, D.C. Programs				
- I	The entertainment is an integral part of the event:  None  Thereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:				
	The entertainment is an integral part of the event:  None  Thereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:  Name and Title:  Michael G. Franc, Director of Washington, D.C. Programs  Hoover Institution				
	The entertainment is an integral part of the event:  None  Thereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:  Michael G. Franc, Director of Washington, D.C. Programs  Hoover Institution  1399 New York Avenue, NW Suite 500, Washington, D.C. 20005				

	<b></b>
Last Name	First Name

Donnelly	Kellie
Ellis	William
Nicholson	lan
Oberan	Elizabeth
Polesovsky	Andrew
Рорр	Monica
Saxon	Ethan
Soghoian	Christopher
Soifer	Halie
Wrase	Jeff